

Chief, Management Staff

25 October 1956

Chief, COMI Staff (DU/I Area)

25X1A9a

Work Report Week Ending 24 October 1956.

Accomplishments

1. Project 6-28, Establishment of Correspondence Section, Correspondence and Records Branch, Security Support Division, (S). Four improvised forms have been forwarded to the Forms Management Branch in accordance with our recommendations in the survey report. [REDACTED] 25X1A9a
2. NC-1063, Exchange of Positions Between [REDACTED]. Completed. [REDACTED] 25X1A8a 25X1A9a
3. Additional data for on-the-job training courses furnished to OTR. [REDACTED] 25X1A9a
4. Suggestion No. 2548, Evaluation of Suggestion concerning Change in Name of NATO. Completed. [REDACTED] 25X1A9a

Assignments Active This Week

5. Project 6-45, OCR Space Study - At request of DU/I an analysis of over-crowding in OCH and appropriate recommendations for improvement. [REDACTED] (DU/I-DU/I, 31 October) 25X1A9a
6. Project 6-43, Personnel Records Survey, Phase II - Study of State Dept. Systems and Previous Systems Used in DU/I. [REDACTED] (5 November) 25X1A9a
7. NC-1066, Request for ELINT % Increase for CI and MO. [REDACTED] (1 Nov.) 25X1A9a
8. Project 5-46, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency participants in the ELINT Program. [REDACTED] (ELINT Staff Officer, 1 November) 25X1A9a
9. Project 6-28, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation. [REDACTED] (DU/I, 15 Nov.) 25X1A9a
10. Project 6-61, Management Audit of CIA Watch Office. [REDACTED] (DU/I, 10 Dec.) 25X1A9a
11. Project 6-55, Reorganization of Acquisitions Branch, CIA Library. [REDACTED] (15 December) 25X1A9a
12. Project 6-56, Study of Workload, Procedures, Layout and Equipment of Acquisitions Branch, CIA Library (CIA Librarian). [REDACTED] (15 November) 25X1A9a

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13. Project 6-63, Examination of Proposed ORN Reorganization. [REDACTED] 25X1A9a  
(15 November)

14. Feasibility of Electronic Computers in DD/I. [REDACTED] (31 December) 25X1A9a

Assignments Inactive This Week

15. Project 6-5h, Examination of Proposed ORN Reorganization. [REDACTED] (A)/[REDACTED] 25X1A9a  
(31 December)

- 25X1A9a 16. Examination of Organization and Functions of Photo Intelligence Division,  
ORN. [REDACTED] (1 January)

17. Assistance to DD/I in Reduction of T/C and Ceiling and Necessary Related  
Realignments. (Ass't. to the DD/I (Admin)) [REDACTED] (1 Jan.) 25X1A9a

18. Suggestion No. 2521, Use of Chain Envelopes for Disseminating Documents from  
Acquisitions Branch, CIA Library. [REDACTED] (1 November) 25X1A9a

19. Manpower Utilization, Combination of BR/ORN-SI. [REDACTED] (CIA, 1 Nov.) 25X1A9a

Training

20. Effective Writing - 2 hours [REDACTED] 25X1A9a

- Conference Leadership - 4 hours [REDACTED] 25X1A9a

- 25X1A9a Mr. [REDACTED] is attending the Systems and Procedures Association Con-  
ference in Philadelphia this week. The time will be reported next week  
upon his return.

[REDACTED] 25X1A9a

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